

Guidelines for
Tribal Per Capita Payments
and Judgment Awards

I. Responsible Persons:

A. Area Level:

1. Tribal Operations is responsible for coordinating the functions in making a payment and for certification of the enrollment.
2. Financial Management is responsible for investment of funds, determining the amount of payment, ensuring funds are available, and getting checks ready for mailing.
3. ADP is responsible for issuing the checks based on the certified enrollment and confirmation of dollar amount from Financial Management.

B. Agency Level:

1. Superintendent is responsible for appointing an Agency Coordinator.
2. Agency Coordinator is responsible for coordinating with the Area Level Coordinator and with Tribal employees who are designated responsible.

II. Time Frames:

1. Tribal Per Capita Payments should be included in the Tribal Budget if paid from operating funds.
2. Date of Per Capita should be established when the Tribal Budget is submitted.
3. A thirty day notice, sixty days before payment date, should be given to members in order to make address changes and application for membership.
4. The Agency and Tribe will have fifteen working days to bring the enrollment records current and to balance and correct the computer records.

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5. A certified copy of the enrollment should be presented to Tribal Operations 15 working days before established payment date.
6. No changes of the computer records will be made after the certified roll is completed.
7. ADP and Financial Management will have 10 working days to process and mail checks after the individual dollar amount is determined.

III. Documents Required:

A. Tribal Resolution:

A Tribal Resolution should state the amount of payment authorized for disbursement and be properly executed before submission to Tribal Operations.

B. Agency Certification:

1. The Agency should submit a certification of the current enrollment.
2. Tribal Operations will review enrollment and prepare Area Director's certification for payment.

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